



PHILIP D. MURPHY  
Governor

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Lt. Governor

State of New Jersey  
DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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TRENTON, NJ 08625-0081

ANDREW J. BRUCK  
Acting Attorney General

WILLIAM H. CRANFORD  
Chief Administrative Officer

February 11, 2022  
**NOTICE OF JOB VACANCY**  
**#22-78**

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, New Jersey Racing Commission, for applicants who meet the requirements specified below:

**TITLE:** Administrative Analyst 3, Accounting

**SALARY:** \$71,408.73 to \$101,588.61

**LOCATION:** New Jersey Racing Commission  
140 East Front Street  
Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the direction of a supervisory officer in a state department, institution, or agency supervises the work of an accounting unit, or personally is responsible for a complex accounting program; performs other related duties as required.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college with a Bachelor's degree, including or supplemented by twenty-one (21) credit hours in accounting. *A copy of your transcript is required.*

**NOTE:** A valid New Jersey Certificate as a Certified Public Accountant issued by the New Jersey State Board of Accountants may be substituted for the Bachelor's degree plus the twenty-one (21) credit hours in accounting.

**EXPERIENCE:** Three (3) years of variety of experiences involving the auditing or the installation, operation, and maintenance of large-scale accounting systems.

**NOTE:** Applicants who possess the twenty-one (21) credit hours in accounting but do not possess a Bachelor's degree may substitute additional experience as indicated on a year for year basis thirty (30) credit hours is considered equal to one (1) year of college. *A copy of your transcript is required.*

**NOTE:** A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of experience as indicated above.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**RESUME NOTE:** Eligibility determinations will be based upon verification of the 21 required credits in accounting and information presented in resume. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency, including a course-by-course evaluation, prior to the closing date. Failure to do so will result in your ineligibility.

***If qualified, please send a cover letter indicating interest in job vacancy announcement #22-78, a copy of your final unofficial transcripts to verify possession of the required 21 credits in accounting, and a current resume on or before the closing date of March 11, 2022 to:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Recruitment Coordinator  
Division of Administration  
P.O. Box 081  
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

